

The contracting process for A&E Contracts valued up to \$25,000.00 is as follows:

1. The Project Manager (PM) requests the A&E Project Request Form from the Public Works Contracting Group (PWCG) Consultant Services Coordinator (CSC). With the Project Request Form the CSC will email instructions regarding completion of the form. The PM will provide PWCG with:
 - a. A completed A&E Project Request Form including a WBS or Internal Order number open to PWCG,
 - b. The Scope of Services, and
 - c. Completed Human Resources (HR) Approval form with authorization signature from HR liaison.
2. Upon receipt and verification of the information in the A&E Project Request form, the CSC will forward the PM the appropriate Boiler Contract and the Contract Number (H#####).
3. The PM adds their project specific information to the boiler and returns the Draft Contract to PWCG for review. The Draft Contract will be submitted in **Microsoft Word** format and will include the completion of all data fields in the Boiler Contract as well as:
 - a. Exhibit A – Scope of Services,
 - b. Exhibit B – Time Schedule, and
 - c. Exhibit C – Compensation Schedule.

Incomplete Draft Contracts will be returned to the PM.

4. PWCG will review the Draft Contract and return it to the PM along with additional instructions and forms that must be completed and returned. After PWCG's review, the PM must have their assigned Deputy City Attorney review the Draft Contract as well; BEFORE it is sent to the consultant for signature. Once reviewed by both PWCG and the Deputy City Attorney the Draft Contract becomes the Final Contract.
5. The PM will route two copies of the Final Contract to the consultant for signature. PWCG does not require a PA 2625 or 1544, but, **for non CIP funded contracts**, if the selected consultant has been awarded more than \$250K in contracts or amendments in the current fiscal year (including the current award), City Council approval (via E-1472) will be required in order to award the contract. For **CIP funded contracts** the current fiscal year award threshold is \$1 million (including the current award) before an E-1472 is required for contract award. If your contract is partially or fully Operations & Maintenance (O&M) funded, please contact PWC for additional instructions.
6. When the Final Contracts are returned by the consultant, the PM must ensure that the insurance (plus all endorsements) is submitted with the contract. A Statement of Economic Interests (SEI) Determination Form signed by the department's Deputy Director (or a more senior position) as well as a completed Consultant Award Tracking Form (per AR 25.60) is also required to be submitted with the contract package.
7. The PM forwards both original wet signature contracts to PWCG (along with the insurance, SEI Determination Form and Consultant Award Tracking Form).

8. PWCG reviews the contracts and the insurance, signs the contracts, assigns a Purchase Order (PO) number then forwards the package to the City Attorney's Office for final signature.
9. Once the contracts are signed by the Attorney's Office, PWCG issues the Notice to Proceed (NTP) and distributes the contracts to all parties. One original contract copy is retained for PWCG's files, one original copy is sent to the consultant, and one duplicate contract copy is sent to the PM.